

From: Mandel, Jeffrey
Subject: RE: Procurement Shared Services University Announcement

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A&F VP's and University Liaisons,

During our onboarding meetings last week, several of you asked about a communication to share with your university employees to let them know about the procurement changes due to Shared Services and who the campus should contact in the Regional Procurement Offices. Below is an email that you can forward to campus stakeholders and end users such as department directors, executive staff, and their support staff. Thank you for passing this along to the appropriate people at your university!



Dear University Employees,

We are pleased to announce that 12 of the 14 universities have transitioned to the Procurement Shared Services organization. The goal is to create a best-in-class procurement service organization to promote collaboration across the universities, streamline operations to create efficiencies, and reduce costs. There is a Western Regional Procurement Office (WRPO), an Eastern Regional Procurement Office (ERPO) and the Strategic Sourcing Office (SSO). What does that mean for you?

- All universities will have a liaison to contact for all requirements that are procurement related. If you have a question and aren't sure who to contact, please reach out to your liaison, who will answer your question or put you in touch with the appropriate RPO team member. Please see the list of liaisons below.
- The procurement organization structure will be transitioning to category teams for IT, Services, Materials, and Construction as well as Purchasing Card program management. This will enable the procurement teams to develop subject matter expertise to serve you, our customer, better.
- Please allow adequate time for the RPO to process your requests. A table is included below with estimates based on procurement type. We understand that there may be emergencies, and we will handle those with the requisite urgency to meet your needs.

Type	Approx. Time Required*
Non-complex materials	1-2 weeks
Non-complex services	2-3 weeks
Complex services	4-6 weeks
Requests for Proposals (RFPs)	Approximately 6 months
Request for Quotation (RFQs)	Approximately 6-8 weeks
Invitations for Bids	Approximately 6-8 weeks

- Recurring meetings have been or will be scheduled soon with university stakeholders to discuss existing and forthcoming procurements.
- You may continue to convey your requirements to Procurement by submitting a purchase requisition.

University Transition to Procurement Shared Services

Phase 1 – October 10, 2020

EAST: Bloomsburg, Kutztown, Mansfield, Millersville, and Shippensburg

Phase 2 – January 2021

EAST: Cheyney, East Stroudsburg, and Lock Haven
WEST: IUP, California, Edinboro, and Clarion

Phase 3 – April 2021

EAST: West Chester
WEST: Slippery Rock Clarion

Liaisons

University	RPO Liaison	Email
Bloomsburg	Jamie Cotner	jcotner@passhe.edu
California	Cathy Tonkavitch	ctonkavitch@passhe.edu
Cheyney	Alvin Cooley	acooley@passhe.edu
Clarion	Michele Fatora	mfatora@passhe.edu
East Stroudsburg	Jesus Serrano	jserrano@passhe.edu
Edinboro	Pat McElhinny	pmcElhinny@passhe.edu
Indiana	Tracey Emanuel	temanuel@passhe.edu
Kutztown	Angela Jackson	Ajackson@passhe.edu
Lock Haven	Lorie Smith	losmith@passhe.edu
Mansfield	Jason Welch	JWelch1@passhe.edu
Millersville	Kathy Fulmer	kfulmer@passhe.edu
Shippensburg	Marnie LaBonte	mlabonte@passhe.edu

In addition, **Jenn Lewis** (JLLewis@passhe.edu) is the **Director for the WRPO**, and **Jeff Mandel** (jmandel@passhe.edu) is the **Director for the ERPO**.

The liaison information for SRU and WCU will be shared after those universities transition to Procurement Shared Services.